



Travis County Emergency Services District No.12

Administration Office

405 W. Parsons St. • PO Box 846

Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

www.TCESD12.com

NOTICE OF POSTING AND EXAMINATION SHIFT CAPTAIN

POSTED DATE: April 25, 2016 - CLOSING DATE: June 03, 2016

SALARY: \$55,169.75 (FY15/16)

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Travis County Emergency Services District No.12 (TCESD12), a rapidly-growing, progressive community of traditional values, is currently seeking qualified applicants for the position of shift Captain as authorized by the TCESD12 Board of Commissioners and the Fire Chief. Carefully review the job summary, qualifications and instructions before applying for this position. Only applicants meeting the minimum required qualifications listed for this position need apply. If interested, please submit all required documents by the closing date either in person or by mail. Emailed applications will **NOT** be accepted. *Incomplete applications or those received after the closing date will not be kept on file or considered for this posting process.*

TO BE ELIGIBLE, THE APPLICANT MUST:

- be at least 18 years of age on or before the date of applying;
- be a citizen of the United States by birth or naturalization;
- have a high school diploma or GED;
- be able to read, write, and speak the English language;
- pass a thorough criminal background investigation, driving record, reference and credit check;
- successfully complete a Written Examination with a minimum score of 75%;
- successfully complete an Oral Interview Process;
- successfully complete a medical examination and a Drug and Alcohol Screening;
- possess at a minimum a Texas Class B exempt driver license;
- not have been convicted of a Class A or B felony;
- not have been convicted of a Class A or B misdemeanor within the past 7 years;
- not have been discharged from any military service under less than honorable conditions;
- be of good moral character.

Applications are available at Travis County ESD12's central station or on our website at www.TCESD12.com. Completed applications must be submitted in a sealed envelope;

- by mail to Travis County ESD No.12, attn: Employment, PO Box 846. Manor, TX 78653 or
- in person to the Administration Office, attn: Employment, 405 W. Parsons St. Manor, TX 78653
 - Office hours are 9 am to 4 pm Mon - Fri.

Equal Employment Opportunity Statement - Travis County ESD No.12 does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Sexual Orientation or Parental Status, Age or Disability in employment or the provision of services.



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EXAM

- **Date:**.....June 22, 2016
- **Time:**.....10:00 hours. *Applicant **must** supply a copy of the issued Authorization To Test (ATT) form and Driver License to sit for the Exam. Applicant will not be permitted to enter the testing area after 10:00 hours.*
- **Location:**.....Manor Lions Club, 429 W. Parsons St. Manor, TX 78653

DISTRICT BENEFITS

- Texas County and District Retirement System (TCDRS)
- Supplemental retirement system is available
- 100% Employee Medical, Vision, and Dental coverage. 20% dependant coverage.
- Life Insurance
- Long term disability insurance
- Paid Time Off (PTO) and Sick Leave
- Employee Assistance Program (EAP)

PROCESS INCLUDES

- Submittal of complete application, letter of intent, and required documents submitted by mail or in person. A confirmation email will be sent out upon receipt of application.
- The application will be reviewed for completeness by TCESD12.
- Applicants' criminal history and driving record will be reviewed. *This step may or may not disqualify an applicant for current and future consideration. It is recommended the applicant include a detailed explanation of entries in their criminal history and driving record.*
- Authorization To Test (ATT) letter and email sent to qualified applicants.
- Successfully pass the Written Exam. The applicant must present the ATT letter to sit for the Written Exam.
- Successfully pass the Oral Interview Process;
- Successfully complete the Physical Ability Course;
- Extensive background and reference check will be conducted. *This step may or may not disqualify an applicant for current and future consideration. It is recommended the applicant include a detailed explanation of gaps in employment.*
- Chief Interview
- Medical Exam and Drug Screen. *This step may or may not disqualify an applicant for current and future consideration.*
- Conditional Offer of Employment given.



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MINIMUM QUALIFICATIONS, *at the time of applying*

- Two (2) years of paid service at a Fire Lieutenant rank or higher
- Structure Firefighter Advanced: TCFP
- Driver/Operator Pumper: TCFP
- Fire Instructor II: TCFP
- Fire Officer II: TCFP
- EMT-Basic: DSHS
- NIMS 100, 200, 300, 400, 700, 701, 702, 703, 800a or 800b: FEMA
- Hazardous Materials Incident Commander: FEMA / TCFP
- Incident Safety Officer: TCFP
- 18 Hours College Credit

PREFEREED QUALIFICATIONOINS

- Fire Instructor III: TCFP
- Fire Officer III: TCFP
- Fire Inspector: TCFP (*required to be completed within one (1) year from hire*)
- Wildland Basic: TCFP (*required to be completed within one (1) year from hire*)
- EMT-Intermediate or higher: DSHS
- Austin-Travis County Office of the Medical Director (ATCOMD) Credentialed at the Emergency Medical Technician- Basic level
 - Clinical Operating Guidelines (COG's) can be found at www.ATCOMD.org
 - **Successful completion of the ATCOMD COG's is a condition of employment.**

REFERENCE STUDY MATERIALS

- Fire Officer's Handbook of Tactics, John Norman, 3rd edition. (Ch 3,4,5,7,10,20)
- IFSTA Fire and Emergency Services for the Company Officer, 4th edition. (Ch 2,4,5,6,8,9,11,12,13,18,19,20,21)
- Firefighting Principles and Practices, 2nd edition. (Ch 1,2,3,4,5,6,7,8,10,13,15,17,18,19)
- IFSTA Fire Department Safety Officer, 1st edition. (Ch 2,3,4,5,6,7,8,9)

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If you have additional questions regarding this process, please contact Bill Carlson at Prevention@tcesd12.com. Please include your contact information in the email.

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